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MEMORANDUM FOR: Director of Logistics

SUBJECT : Reclassification of Positions

1. As a result of the recent Inspector General's survey of your Office and his recommendations as to suggested reclassifications, the Chief, Transportation Division requested the Office of Personnel to review and take necessary reclassification actions in connection with the following positions in the Transportation Division.

- a. The position of Chief, Highway Branch, be up-graded from GS-12 to GS-13, based on a comparison with duties and responsibilities assigned to the position of Chief, Passenger Movement Branch, GS-13.
- b. All general duty Chauffeur positions be up-graded from CPC-3 to CPC-4 and assigned Chauffeur positions be up-graded from CPC-4 to CPC-5.

2. Discussions were held between a representative from the Classification and Wage Division, Office of Personnel, and Chief, Transportation Division in order to obtain information relative to current duties and responsibilities assigned to the position of Chief, Highway Branch. Based on information obtained, and after a thorough analysis and re-evaluation of the duties and responsibilities of this position, our conclusions are as follows:

- a. The position of Chief, Passenger Movement Branch involves duties and responsibilities which are of a higher technical level in the transportation field than those of the Chief, Highway Branch.
- b. The evaluation of the Branch Chief positions at a one grade difference is believed equitable in consideration of the differences in level of the program they head as evidenced by the functional statements of the Branches as follows:

Chief, Highway Branch

Provides Headquarters Motor Pool service including scheduled and special bus service for employees and motor transport service for the movement of supplies and equipment. Inspects, maintains and repairs Headquarters controlled motor vehicles. Recommends policies and procedures pertaining to allocation, use, operation and maintenance of Agency motor vehicles on a world-wide basis.

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Chief, Passenger Movement Branch

Plans, arranges for, and coordinates all aspects of the movement of Agency employees and their dependents, household goods, personal effects, automobiles and baggage to all parts of the world, conducting necessary negotiations with commercial carriers, packers, travel agencies, exporters, and government agencies to ensure timely movement of above to meet operational requirements in the most efficient and economical manner.

c. The position descriptions for the two positions prepared during the recent classification survey require no amendment, and the evaluation statements of the descriptions are correct.

d. In summary, the positions of Chief, Passenger Movement Branch, and Chief, Highway Branch, are correctly allocated at GS-13 and GS-12 respectively.

3. In connection with the recommendation (paragraph 1b above) that all of the Chauffeur positions be up-graded, this Office is planning to convert, in April, all Chauffeur positions from the present GPC Schedule to the Wage Board pay plan, in compliance with Public Law 763. Upon completion of this conversion, upward salary adjustments will, in most cases, result in accomplishing the recommended salary increases.

Harrison G. Reynolds  
Director of Personnel

OP/CWD/CWITT: css (29 March 1955)

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